

**Child and Adult Care Food Program (CACFP)
Training Packet and Handbook
At-Risk Afterschool Meals (Schools)
FY 2018**



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<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.”

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At-Risk Afterschool Meals Program

The At-Risk Afterschool Meals component of the Child and Adult Care Food Program (CACFP) offers Federal funding to Afterschool Programs that serve a meal or snack to children in low-income areas. All At-Risk Afterschool meals are reimbursed at the “Free” reimbursement rate.

Site Eligibility

To be eligible to operate the At-Risk Afterschool Meals component of CACFP, an Afterschool Site must:

- Be organized primarily to provide care for children after school or on the weekends, holidays, or school vacations during the regular school year
- Provide organized regularly scheduled education or enrichment activities (i.e., in a structured and supervised environment)
- Be located in an attendance area of school where at least 50 percent or more of the children are eligible for free or reduced price meals (See Part 1, Section C) [7 CFR 226.2; 7 CFR 226.17a(b)]. CEP (Community Eligibility Provision) data cannot be used for school district eligibility. October Qualifying data must be used to report actual free and reduced percentages.
- Have a child care license or be exempt from licensure
- Meet state/local health and safety standards
- Operate only during the regular school year

Participant Eligibility

At-Risk Afterschool Programs may claim reimbursement only for meals and snacks served to children who participate in an approved Afterschool Program and who are age 18 or under at the start of the school year. Programs may be either drop-in or enrolled. There is no requirement that all children receiving meals participate in the scheduled activities, but children should remain onsite while consuming the meal. Reimbursement also may be claimed for participants who turn age 19 during the school year [7 CFR 226.17a (c)]. There is no age limit for persons with disabilities [7 CFR 226.2 Definitions].

Federal law has no minimum age for At-Risk participants. Meals and snacks served to children who are enrolled in preschool, Head Start, Even Start, etc., and who are participating in an eligible Afterschool Program are eligible for reimbursement.

Educational or Enrichment Activities

Programs must provide educational or enrichment activities that are open to all children in an organized, structured, and supervised environment. Although there are no specific requirements for the types of educational and enrichment activities that a program can offer, examples include, but are not limited to, arts and crafts, homework assistance, life skills, remedial education, organized fitness activities, etc. Organizations should contact their State agency for assistance in determining if an activity is eligible.

NOTE: There is no requirement that all children receiving meals participate in the scheduled activities; the activities just need to be available to all children.

Institutions may contract with other organizations, including a for-profit entity, to provide enrichment or educational activities required for the Afterschool Program. However, the sponsor or independent center must retain administrative and fiscal responsibility for the meal service. Furthermore, the sponsor or independent center must be the party that enters into the agreement with the State agency and must assume responsibility for meeting all meal service requirements, including ensuring that meals are served at eligible sites (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

Athletic Programs

Students who are part of school sports teams and clubs can receive Afterschool Snacks or Meals as part of a broad, overarching educational or enrichment program, but the Program cannot be limited to a sports team (*Athletic Programs and Afterschool Meals*, October 2, 2012).

Organized athletic programs that only participate in interscholastic or community level competitive sports (for example, youth sports leagues such as “Babe Ruth” and “Pop Warner” baseball leagues, community soccer and football leagues, area swim teams, etc.) may not be approved as sponsors or independent centers in the Program.

Additionally, Afterschool Programs that include supervised athletic activity may participate as long as they are “open to all” and do not limit membership for reasons other than space, security, or licensing requirements. For example, an afterschool police athletic league program that uses sports and recreational activities to provide constructive opportunities for community youth could be approved to participate [7 CFR 226.17a(b)].

Special Needs Programs

At-Risk Afterschool Programs that are designed to meet the special needs of enrolled children or that have other limiting factors may be eligible to participate. These could include programs for children who have learning disabilities or for those who are academically gifted. Other targeted programs may be eligible as well.

Weekends, Holidays, and Vacations

Under the CACFP At-Risk Afterschool Meals component, meals and snacks may be reimbursed if they are served on weekends or holidays, including vacation periods (for example, spring break), during the regular school year only. Meals and snacks served through CACFP on weekends or holidays during the school year may be served at any time of day as approved by the State agency (CACFP 08-2012: *At-Risk Afterschool Meals Component of the CACFP, Questions and Answers*, February 17, 2012).

In areas where schools operate on a year-round basis (i.e., the regularly scheduled school year is year-round), At-Risk Afterschool Programs set up to serve children attending the year-round schools may receive reimbursement for meals and snacks through the CACFP all year [7 CFR 226.17a(b)(i)].

Resources:

State Agency website: <http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

USDA CACFP At-Risk Handbook:

<https://www.fns.usda.gov/sites/default/files/cacfp/cacfpatriskdesigned.pdf>

USDA CACFP At-Risk website: <http://www.fns.usda.gov/cacfp/afterschool-programs>

USDA's nutrition standards: <http://www.fns.usda.gov/cacfp/meals-and-snacks>

FREE materials from USDA: <http://www.fns.usda.gov/cacfp/nutrition-and-nutrition-education>

Streamlining At-Risk Meal Participation for School Food Authorities:

https://fns-prod.azureedge.net/sites/default/files/SP09_CACFP04-2013os.pdf

Federal Requirements

The Child and Adult Care Food Program Federal regulations at **7 CFR Part 226** require participating institutions to maintain supporting documentation for submitted claims.

These regulations can be found at: <http://www.fns.usda.gov/cacfp/regulations>

Record Keeping Responsibilities of Institutions and Sponsoring Organizations

Institutions and Sponsoring Organizations must maintain all CACFP sponsor and site records on file for a minimum of 3 years plus the current year. These records must accurately reflect program operations. Sponsors of Unaffiliated centers and sites must ensure that each center or site maintains copies of at least the previous twelve months' records.

Site records for the current program year should be assembled and filed, along with a corresponding copy of the Report and Claim for Reimbursement, at the institution's or Sponsoring Organization's main office.

Records for the current month must be readily available for review at each site. Institutions should assign responsibility for maintaining daily records to specific staff.

Required Records

Institutions are required to keep the following records relating to participation in the CACFP:

1. Records relating to attendance and the number of meals served:

- Daily attendance rosters or sign in sheets, or other methods with State approval, which result in accurate recording of daily attendance.
- Number of At-Risk Afterschool Snacks and/or Meals prepared or delivered for each meal service.
- Daily record of the number of At-Risk Afterschool Snacks and/or Meals served at each snack and/or meal service.
- Daily records indicating the number of meals, by type, served to adults performing labor necessary to the food service.
- Any additional records required by the State agency.

2. Records establishing that the meal patterns were met:

- Menus for each At-Risk Afterschool Snack and/or Meal service.

3. Records establishing eligibility:

- Copies of all applications and supporting documents submitted to the State.
- If applicable, information about the location and dates of **child care center** reviews, any problems noted, and the corrective action prescribed and effected.
- Documentation of nonprofit food service, to ensure that all Program reimbursement funds are only used for the food service operations.

4. Records pertaining to fiscal management:

- Copies of invoices, receipts, or other records required by the State agency financial management instruction to document:
 - Administrative costs claimed by the institution,
 - Operating costs claimed by the institution
 - Income to the Program;
- Copies of all claims for reimbursement submitted to the State agency.
- Receipts from all Program payments received from State agency.
- If applicable, information concerning the dates, and amounts of **disbursement to** sponsored centers.

5. Records documenting training:

- Information on training session dates, locations, topics presented, and names of participants.
- For sponsors, records documenting attendance at training of each staff member with monitoring responsibilities.

**Failure to maintain any of these records will result in the repayment of meal reimbursement.
[7 CFR 226.10(d)]**

CACFP Folder System

The State Agency folder system is an effective way to manage CACFP records necessary for meal reimbursement. Schools which sponsor the At-Risk Afterschool Meals Program are encouraged to have the following labeled folders for each fiscal year:

1. Permanent Agreement/In service Training/Monitor Reviews (if applicable)
2. Monthly folders (October – September) for each month of the federal fiscal year beginning with October. The following items are to be filed monthly in each folder:
 - Copy of the Claim for Reimbursement
 - Daily Attendance Records
 - CACFP Menu Records
 - Record of Meals Served (Form 17-9)

Civil Rights Compliance

The goal of Civil Rights Assurance and Compliance is to ensure that Child Nutrition Program benefits are made available and provided to all eligible individuals without discrimination.

Discrimination is defined as intentionally distinguishing a person, or group of people, either in favor of or against others and doing so by neglect or by actions or by lack of actions based on the six protected classes. **The six protected classes** associated with the Child and Adult Care Food Program are race, color, national origin, sex, age and disability.

USDA regulations outline the following areas of Civil Rights compliance in CACFP:

1. Public Notification System (PNS)

a. News Release:

- Effective October 1, 2016 the State Agency will publish the News Release on behalf of existing institutions/sponsoring organizations. **New institutions/sponsoring organizations must publish the News Release for each new participating CACFP site.**

b. “And Justice For All” poster

- The poster contains the non-discrimination statement and contact information for filing a civil rights complaint.
- The poster must be displayed in a prominent place in every site and every sponsoring organization office. The main entrance is ideal for placement.
- The poster should be displayed on 11x17 paper if possible. If not, 11x14 is acceptable or 8 1/2x11 as a last resort.
- The poster can be downloaded and printed from:
<http://www.fns.usda.gov/cr/and-justice-all-posters>

c. Non-Discrimination Statement

- The statement in its entirety is required on all materials where the CACFP is referenced. Such as, but not limited to, promotional literature, parent handbooks and websites.
- On a website, the statement can be listed in its entirety or the following hyperlink can be referenced:
<http://education.ky.gov/federal/SCN/Pages/USDANondiscriminationStatement.aspx>
- Institutions and sponsoring organizations must convey the message of equal opportunity in all photographic and other graphics used to provide program information.

d. Language Barriers/Limited English Proficiency (LEP)

- All institutions must have the capability of providing informational materials concerning the availability and nutritional benefits of the Child and Adult Care Food Program in the appropriate translation, as well as the procedures for filing a discrimination complaint. This link provides translations for CACFP materials: <http://www.fns.usda.gov/documents-available-other-languages>

2. Data Collection

- Ethnic and racial data for each site must be documented annually in the Sponsor Application as part of the initial and annual renewal process
- Institutions must maintain the data documentation for 3 years plus current year
- The collection of racial and ethnic data allows institutions and sponsoring organizations and the state agency to determine how effectively the program is reaching the diversity of a population and if outreach is needed

3. Mandatory Civil Rights Training

- Institutions and sponsoring organizations must provide Civil Rights training to all “key staff” involved in their program
- Training is required **prior** to the start of any program duties; training is ongoing as staff, volunteers and contractors enter throughout the fiscal year
- Staff, volunteers and contractors must be trained annually (within four weeks of the institutions or sponsoring organizations annual training)
- Institutions and sponsoring organizations are required by regulation to document civil rights training efforts through dated In-Service Training forms identifying that the topic was covered

A Civil Rights training video is available on the State Agency website:

<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

4. Civil Rights Grievance Procedure

- Make grievance procedure forms accessible and inform staff of location
- Accept either written or verbal complaints
- Never impede participant’s ability to file
- Forward grievance forms to the state agency within 3 days

5. Participant Rights

- Knowledge of all non-discrimination information
- How to file a claim if they believe their civil rights have been violated
- May file a claim up to 180 days following an alleged action or incident

KENTUCKY DEPARTMENT OF EDUCATION
Division of School and Community Nutrition
Civil Rights Grievance Report Procedures

In accordance with FNS Instruction 113-1, the _____ Institution /Sponsoring Organization provides a grievance procedure in the event a person believes he/she or their enrolled participant has been discriminated against and/or denied service on the basis of race, color, national origin, sex, age or disability in the food service program provided by the _____ Institution/Sponsoring Organization.

GENERAL INSTRUCTIONS

All complaints, written or verbal, alleging discrimination on the basis of race, color, national origin, sex, age or disability shall be processed within ninety (90) days of receipt in the manner prescribed in this instruction.

Procedure for Filing Complaints of Discrimination

1. Right to File a Complaint

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action. Under special circumstances this time limit may be extended.

2. Acceptance

All complaints, written or verbal, shall be accepted by the Division of Nutrition and Health Services and forwarded to the SERO-USDA. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

3. Verbal Complaints

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort shall be made to have the complainant provide the following information:

- a. Name, address, telephone number, or means of contacting the complainant.
- b. The specific location and name of the entity delivering the program, service, or benefit.
- c. The nature of the incident(s) or action(s) that led the complainant to believe discrimination was a factor.
- d. The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age, disability)
- e. The names, titles and addresses of the persons who may have knowledge of the discriminatory action(s).
- f. The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

Civil Rights Grievance Report Form (Complainant Section)

Name _____

Date _____

Address _____

Phone _____

If your grievance concerns a discriminatory action due to race, color, national origin, sex, age, or disability, please be very specific and give full details concerning the occurrence.

State the reason(s) you are filing this grievance report.

What response did you receive from the institution representative during the alleged occurrence?

What results are you seeking from this communication?

Signature of Complainant

Date

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- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
(2) fax: (202) 690-7442; or
(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider."

FNS 113-1

Civil Rights Grievance Report Form (Sponsor Section)

Information of person filing grievance: (Complainant)
Name _____

Address _____

Telephone Number _____

Date Received by Institution or Sponsoring Organization _____

Director's Name _____

Date forwarded to KDE _____

RESOLUTION/COMMENTS:

Signature of Institution or Sponsoring Organization Representative
Date

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FNS 113-1

In-Service Training Documentation

Institutions and Sponsoring Organizations must conduct training with key staff regarding Child and Adult Care Food Program requirements within **four** weeks of attendance at State Agency training. New institutions and sponsoring organizations *must conduct training with key staff within the first four weeks of program participation*. Documentation of the training must be recorded on the IN-SERVICE TRAINING FORM.

7 CFR 226.16 (d)(2-3) states: *“Training on Program duties and responsibilities to key staff from all sponsored facilities prior to the beginning of Program operations. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties, on the program’s meal patterns, meals counts, claim submission and review procedures, record keeping requirements, and the reimbursement system. Attendance by the key staff as defined by the State agency is mandatory.*

Additional mandatory training sessions for key staff from all sponsored child care and adult care facilities not less frequently than annually. At a minimum, such training must include instruction, appropriate to the level of staff experience and duties on the programs meal patterns, meal counts, claim submission and review procedures, record keeping requirements, and reimbursement system. Attendance by key staff, as defined by the state agency, is mandatory.”

The Kentucky CACFP State Agency defines “Key Staff” as any staff member with primary responsibility for the operation of the CACFP and/or maintenance of the records that support the monthly claim for reimbursement and compliance with any CACFP requirement. This includes staff members who have monitoring responsibilities along with staff, volunteers or contractors.

In addition to mandatory Civil Rights Training, the State Agency recommends the following training topics:

1. Meal pattern requirements (necessary food components and proper portion sizes to be served at each meal as illustrated on the Food Chart)
2. Meal counts (requirement that staff conduct the meal count at the time of each meal service and document the number of meals served on Record of Meals Served Form 17-9)
3. Attendance records
4. Menus (Participant and Infant)
5. Other records required by the Child and Adult Care Food Program (CACFP), the United States Department of Agriculture (USDA) and the State Agency

Reminders:

- Ongoing training should be conducted and documented as the institution hires new staff throughout the fiscal year
- New staff must be trained within the 1st week of employment
- New staff must complete the In-Service Training form upon receiving training
- Any staff conducting in-service training must have completed training on CACFP policies and procedures

CACFP Instructions for Completing the In-Service Training Registration Form

1. Fill in the Date, Name of Institution, Location of training and Training Conducted by.
2. Mark the boxes next to the topics covered at the training (*Civil Rights is mandatory*). Mark the boxes and list any additional topics covered.
3. Have participants print name, sign name, list their title and write the name of the center they are associated with under the Site Name column.
4. Attach additional pages if needed.
5. The trainer must sign and date the form.
6. File the In-Service Training form in the CACFP folder labeled "In-Service Training".

**Kentucky Department of Education
Division of School and Community Nutrition
Sponsor In-Service Training Documentation
REGISTRATION FORM**

Name of Institution: _____

Location: _____

Training Conducted by: _____

- Topics Covered:** ☐ **Civil Rights (Mandatory)**
 (Check all that apply) ☐ **Meal Patterns**
 ☐ **Meal Counts**
 ☐ **Claim Submission**
 ☐ **Review Procedures**
 ☐ **Record Keeping Requirements**
 ☐ **Reimbursement System**
 ☐ **Updates from Annual Training**
☐ _____
☐ _____
☐ _____

Printed Name	Signature	Title	Site Name
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**Please add an additional page for more Training Participants*

I certify that the above topics have been discussed with the personnel listed on the date indicated.

Trainer's Signature _____ **Date** _____

**7 CFR 226.15(e), 7 CFR 226.16(d)(2-3) and FNS 113-1*

MENUS 7 CFR 226.15 (e) 10

Institutions are responsible for purchasing and preparing adequate amounts of each meal component for the number of children claimed during the meal service. **All institutions are required to keep Menu Records.** Menu Record templates are available on the State Agency website.

- Menus must be dated
- Menus must document the foods prepared and served to participants, ensuring the meal pattern requirements have been met
- Menus must support the documentation of food purchases and costs. Foods recorded on the menu should be cross-referenced with the purchases on food receipts/invoices
- Menus must be available, complete and support food purchases. Otherwise, the reimbursement will be recovered
- When listing food items on the menu, the institution should specify the type (i.e. fresh, frozen, canned, and homemade).

The USDA Food Crediting and Food Buying Guides instruct institutions regarding which foods are creditable and how much food should be purchased/prepared for reimbursable meals.

Food Crediting Guide:

http://www.fns.usda.gov/sites/default/files/CACFP_creditinghandbook.pdf

Food Buying Guide: <http://fbg.nfsmi.org/>

Catered Meals

The Catering Guidance Handbook is available on the State Agency website:

<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

Water

In accordance with FNS Policy Memo CACFP 20-2016, child care centers must make water available to children upon request throughout the day, including meal times. Water does not have to be available for children to self-serve. As of October 1, 2017, in addition to making water available, child care centers must also offer water to children throughout the day.

Taking Meal Components Off-Site

Refer to the August 10, 2016 USDA Memo CACFP 22-2016: *Taking Food Components Off-site in the At-Risk Afterschool Component of the Child and Adult Care Food Program*

https://fns-prod.azureedge.net/sites/default/files/cacfp/CACFP22_2016os.pdf

Field Trips

- Check with the local health department and Licensure to ensure they approve of the planned field trip
- Notify the Sponsoring Organization or KDE (whichever is appropriate) in writing (email) of the dates/times the children will be out of the center
- Update the menu to reflect any changes in the meal being served on the field trip
- Keep required documentation, such as meals counts

Offer vs. Serve (OVS)

OVS is an approach to menu planning and meal service that allows participants to decline some of the food offered in a reimbursable breakfast, lunch or supper.

OVS is only allowed in CACFP at-risk afterschool settings for breakfast, lunch and supper meals. OVS is not allowed at snack.

Using OVS is optional. At-risk afterschool programs are not required to implement OVS.

FNS Memo: CACFP 05-2017 Offer versus Serve and Family Style Meals in the Child and Adult Care Food Program <https://www.fns.usda.gov/sites/default/files/cacfp/CACFP05-2017os.pdf>

All sponsors and independent centers electing to use OVS in the at-risk afterschool setting of the CACFP are required to follow the CACFP OVS requirements. Due to the distinguishing nature of the CACFP from the NSLP, SBP and SFSP, including variations in settings and resources, the OVS requirements in the at-risk afterschool setting of the CACFP are slightly different from the OVS requirements in NSLP, SBP and SFSP. The OVS requirements in the CACFP are as follows:

OVS at Breakfast

The CACFP breakfast meal pattern requires three food components to be offered: milk, fruits and vegetables, and grains. As a reminder, fruit and vegetables are one combined component in the breakfast meal patterns.

When using OVS at breakfast, at least the following four food items, in the required minimum serving sizes, must be offered:

1. A serving of milk;
2. A food item from the fruit and vegetable component;
3. A food item from the grains component; and
4. A food item from the meat/meat alternate component **or** one additional item from the fruit and vegetable component **or** grains component.

All of the food items offered must be different from each other. For example, while a flake cereal, such as bran flakes with raisins, and a puff cereal, such as a puffed rice cereal, are two types of cereals that are not identical, they are the same food item.

A child or adult must take at least three different food items from any of the food items offered. The food items selected may be from any of the required components and must be in the required minimum serving sizes. Here is an example of a reimbursable OVS breakfast menu:

- ½ cup berries;
- ½ cup grapefruit;
- 1 serving pancakes; and
- 1 cup (8 oz) of fluid milk

Under this menu, a child may take the berries, grapefruit and milk, OR, berries, pancakes and milk, and many other combinations. If the child takes two servings of pancakes and the milk, it is not a reimbursable meal because two of the food items are the same and all three items selected must be different from each other.

OVS at Lunch or Supper

The CACFP lunch and supper meal patterns requires all five food components to be offered: milk, meat/meat alternates, vegetables, fruits, and grains.

When using OVS at lunch or supper, at least one food item from each of the five food components, in the required minimum serving sizes, required at lunch and supper must be offered:

1. A serving of milk;
2. A food item from the meat/meat alternate component;
3. A food item from the vegetable component;
4. A food item from the fruit component; and
5. A food item from the grains component

Similar to OVS at breakfast, all of the food items offered at lunch and supper must be different from each other. For example, while apple slices and apple sauce are two types of apples that are not identical, they are the same food item.

Unlike OVS at breakfast, at lunch or supper meals using OVS, a child or adult must take at least three food components, rather than three items, to ensure the child or adult takes an adequately nutritious meal. A child or adult must select at least the minimum required serving size of the components for them to be counted.

Here is an example of a reimbursable OVS lunch menu:

- 2 ounces Parmesan Chicken;
- ½ cup spinach salad;
- ¼ cup broccoli;
- 1 cup pasta; and
- 1 cup (8 oz) of fluid milk

When serving OVS meals:

- Meal components can be served pre-portioned or directly by a provider.
- Each child or adult may decline some food components or items, based on the meal being served. However, each child or adult must take the minimum serving size of the food item or component in order for the meal to be reimbursable.
- At-risk afterschool programs may not specify what food items a child or adult must select.

Share Tables

Share tables are an innovative way to encourage the consumption of nutritious foods and to reduce waste. Share tables are tables or stations where children may return whole food or beverage items they choose to not eat. This must be done in compliance with local and state health and food safety codes. These items then are available to other children who may want additional servings.

Refer to the June 22, 2016 USDA Memo CACFP 13-2016: *The Use of Share Tables in Child Nutrition Programs*

<http://www.fns.usda.gov/use-share-tables-child-nutrition-programs>

Meal Pattern

The 13 through 18-year-old age group is an addition to the meal pattern requirements. This age group was added to better reflect the characteristics of the populations served in the CACFP, specifically those in the at-risk afterschool programs and emergency shelters. Therefore, this age group is used specifically for individuals operating at-risk afterschool programs and emergency shelters only.

CHILD MEAL PATTERN

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq) ^{5,6,7}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁸ , cereal grain, and/or pasta	¼ cup	¼ cup	¼ cup	¼ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{8,9}				
Flakes or rounds	¼ cup	¼ cup	1 cup	1 cup
Puffed cereal	¼ cup	¼ cup	1 ¼ cup	1 ¼ cup
Granola	½ cup	½ cup	¼ cup	¼ cup

¹ Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁵ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁶ Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

⁷ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁸ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

⁹ Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¼ cup for children ages 6-12.]

CHILD MEAL PATTERN

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² <small>(at-risk afterschool programs and emergency shelter)</small>
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¾ cup	¾ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
Vegetables ⁶	¾ cup	¾ cup	½ cup	½ cup
Fruits ^{6,7}	¾ cup	¾ cup	¾ cup	¾ cup
Grains (oz eq) ^{8,9}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ¹⁰ , cereal grain, and/or pasta	¾ cup	¾ cup	½ cup	½ cup

¹ Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

⁸ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

⁹ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

¹⁰ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

CHILD MEAL PATTERN

Snack				
(Select two of the five components for a reimbursable snack)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelter)
Fluid Milk ³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ⁴	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	½ cup	½ cup	¾ cup	¾ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened ⁵	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
Vegetables ⁶	½ cup	½ cup	¾ cup	¾ cup
Fruits ⁶	½ cup	½ cup	¾ cup	¾ cup
Grains (oz eq) ^{7,8}				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal ⁹ , cereal grain, and/or pasta	¾ cup	¾ cup	¾ cup	¾ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) ^{9,10}				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¾ cup	1 ¾ cup
Granola	¾ cup	¾ cup	¾ cup	¾ cup

¹ Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

² Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

³ Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

⁵ Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

⁶ Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

⁷ At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

⁸ Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

⁹ Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

¹⁰ Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is $\frac{1}{4}$ cup for children ages 1-2; $\frac{1}{3}$ cup for children ages 3-5; and $\frac{1}{2}$ cup for children ages 6-12.

Month/Year: _____

Site: _____

AT-RISK WEEKLY MENU RECORD

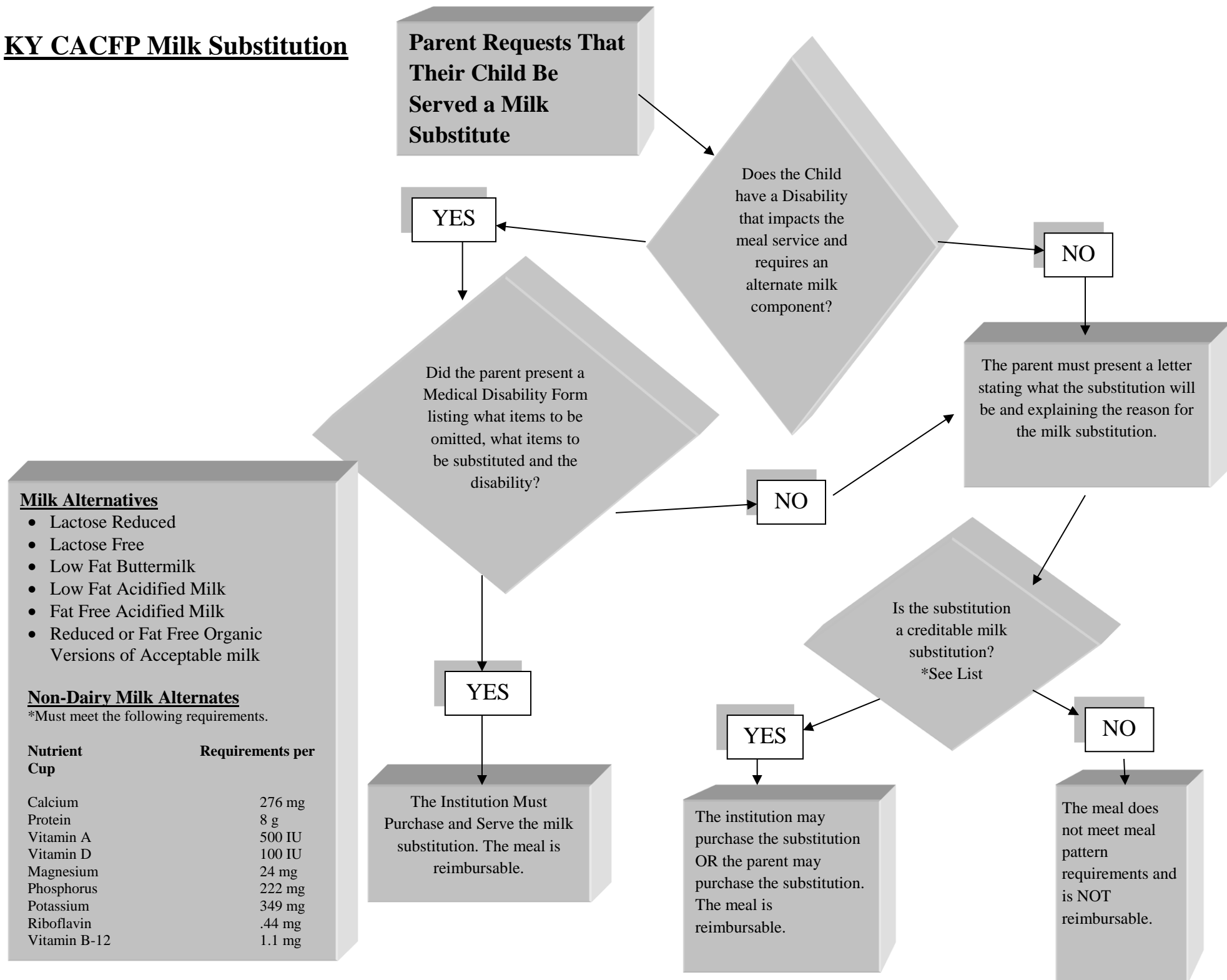
Week: _____

Components	Menu	Menu	Menu	Menu	Menu
Breakfast	Monday Date:	Tuesday Date:	Wednesday Date:	Thursday Date:	Friday Date:
Milk					
Vegetable/Fruit					
Grains					
	(Must serve 3 Breakfast Components)				
Lunch					
Milk					
Meat/Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains					
	(Must serve 5 Lunch Components)				
Snack					
Milk					
Meat/Meat Alternate					
Vegetable					
Fruit					
Grains					
	(Must serve 2 Snack Components)				
Supper					
Milk					
Meat/Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains					
	(Must serve 5 Supper Components)				

At-Risk Snack/Supper Menu Record

Sponsor: Site:					
	Month:		Year: 20__		
	Monday Date ____	Tuesday Date ____	Wednesday Date ____	Thursday Date ____	Friday Date ____
	Snack: Serve 2 of 5 Components				
Components					
Milk					
Meat or Meat Alternate					
Vegetable					
Fruit					
Grains					
	Supper: Serve 5 Components				
Components					
Milk					
Meat or Meat Alternate					
Vegetable					
Vegetable or Fruit					
Grains					

KY CACFP Milk Substitution



Milk Alternatives

- Lactose Reduced
- Lactose Free
- Low Fat Buttermilk
- Low Fat Acidified Milk
- Fat Free Acidified Milk
- Reduced or Fat Free Organic
- Versions of Acceptable milk

Non-Dairy Milk Alternates

*Must meet the following requirements.

Nutrient Cup	Requirements per Cup
Calcium	276 mg
Protein	8 g
Vitamin A	500 IU
Vitamin D	100 IU
Magnesium	24 mg
Phosphorus	222 mg
Potassium	349 mg
Riboflavin	.44 mg
Vitamin B-12	1.1 mg

Meal Component Substitutions

Medical Statement for Participants with Special Dietary Needs

This statement must be completed and submitted to the Provider/Facility/Center before any meal substitutions can be made. The parent/guardian will complete the top section and the medical authority will complete the bottom section and sign and date. Refer to the information below for clarification. Attach a sheet with additional information if necessary. If changes are needed, the parent/guardian is required to submit a new form signed by the child's physician.

Disability

Under Section 504 of the *Rehabilitation Act of 1973*, and the *Americans with Disabilities Act* (ADA) of 1990, a “*person with a disability*” means any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Major life activities covered by this definition include caring for one's self, eating, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

USDA regulations **7 CFR Part 15b** require substitutions or modifications in CACFP meals for participants whose disabilities restrict their diets. A participant with a disability must be provided substitutions in foods when that need is supported by a statement signed by a licensed physician. The physician's statement must identify: the child's disability; an explanation of why the disability restricts the child's diet; the major life activity affected by the disability; the food or foods to be omitted from the child's diet, and the food or choice of foods that must be substituted.

Generally, children with food allergies or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of “disability,” and the substitutions prescribed by the licensed physician must be made.

Special Dietary Needs That Are Not a Disability

Food service providers may make food substitutions, at their discretion, for individual children who do not have a disability, but who are medically certified as having a special medical or dietary need. Such determinations are only made on a case-by-case basis. This provision covers those children who have food intolerances or allergies but do not have life-threatening reactions (anaphylactic reactions) when exposed to the food(s) to which they have problems.

Each special dietary request must be supported by a statement, which explains the food substitution that is requested. It must be signed by a recognized medical authority. The medical statement must include: an identification of the medical or other special dietary condition which restricts the child's diet; the food or foods to be omitted from the child's diet; and the food or choice of foods to be substituted.

Parent/Guardian Request for Fluid Milk Substitution

Parents or guardians may now request in writing that non-dairy beverages be substituted for fluid milk for their children with special dietary needs without providing statement from a recognized medical authority. However, fluid milk substitutions requested are at the **option** and expense of the facility/center.

The non-dairy beverage provided must be nutritionally equivalent to fluid milk and meet the nutritional standards set by the United States Department of Agriculture (USDA) for Child Nutrition Programs in order for the facility/center to claim reimbursement for the meal through the Child and Adult Care Food Program (CACFP).

Food substitutions can be made for participants who are unable to consume regular program meals due to **religious reasons**. In such cases, a statement from the participant's parents/guardian must be provided on behalf of the participant. The statement should specify the food or foods to be omitted from the participant's diet and specify a choice of foods that may be substituted. The Sponsoring Organization is **not** required to purchase and prepare alternate foods for religious reasons.

CACFP Instructions for completing the Medical Statement for Participants with Special Dietary Needs

Parent/Guardian Section

1. Fill in information located in the first section “To be completed by a Parent, Guardian, or Authorized Representative”.
2. If participant has a recognized disability or special dietary needs that are not a recognized disability, a recognized medical authority must complete the form. A recognized medical authority is anyone medically deemed certified to write prescriptions.
3. Medical Authority must sign and date.
4. Medical Authority must print their name, title, and give the telephone number where they may be contacted.
5. If participant does not have a disability, but is requesting special accommodation for a fluid milk substitute, the form may be completed by the Parent/Guardian.

Sponsor Information

1. The statement must be completed in its entirety and submitted prior to substituting any meals.
2. If any changes are needed, a new form will need to be submitted.
3. Parents or guardians may request in writing that a non-dairy beverage be substituted for fluid milk without providing a statement from a recognized medical authority. Fluid milk substitutions requested are at the option and expense of the facility/center.
4. Non-dairy beverage products must at a minimum contain the following nutrient levels per cup to qualify as an acceptable milk substitution.

a. Calcium 276 mg	d. Vitamin D 100 IU	g. Potassium 349 mg
b. Protein 8 g	e. Magnesium 24 mg	h. Riboflavin .44 mg
c. Vitamin A 500 IU	f. Phosphorus 222 mg	i. Vitamin B-12 1.1 mcg

MEDICAL STATEMENT FOR PARTICIPANTS WITH SPECIAL DIETARY NEEDS

To be completed by a Parent, Guardian, or Authorized Representative		
Participant's Name:		Birthdate:
Parent/Guardian/Authorized Representative name:		
Home Phone: ()		Work Phone: ()
Address:		
City:	State:	Zip:
<p>_____ Participant has a disability or medical condition and requires a special meal or accommodation. (*Recognized Medical Authority must sign)</p>		
<p>_____ Participant does not have a disability, but is requesting a special meal or accommodation due to food intolerance(s) or other medical reasons. (Substitutions made at the discretion of the center.) (*Recognized Medical Authority must sign)</p>		
<p>_____ Participant does not have a disability, but is requesting a special accommodation for a fluid milk substitute that meets the nutrient standards for non-dairy beverages offered as milk substitutes. (Substitutions made at the discretion of the center)</p>		
A non-dairy beverage product must at a minimum contain the following nutrient levels per cup to qualify as an acceptable milk substitution.		
a. Calcium 276 mg b. Protein 8 g c. Vitamin A 500 IU	d. Vitamin D 100 IU e. Magnesium 24 mg f. Phosphorus 222 mg	g. Potassium 349 mg h. Riboflavin .44 mg i. Vitamin B-12 1.1 mcg
Foods to be omitted:		Substitutions:
_____		_____
_____		_____
_____		_____
Please list foods and information regarding any needed texture changes (chopped, ground, pureed, etc.):		

Please provide any other information regarding the diet:		

***Recognized Medical Authority: Anyone who can prescribe medication.**

Physician/Medical Authority's Signature

Date

Printed Name and Title

Telephone

**7 CFR 226.20 (h) & Policy Memo: CACFP 13-2015*

At-Risk Record of Meals Served Form (17-9)

The **At-Risk Record of Meals Served Form (17-9)** is the official source of documentation used to verify meal counts. Meal counts must be taken during the meal service and must equal the actual number of meals served. Meal counts cannot be taken from attendance records or sign-in sheets.

Schools which use the “Daily Sales Report” from their POS system **must also** complete the At-Risk Record of Meals Served Form (17-9).

The At-Risk Record of Meals Served Form (17-9) provides an area to record total daily attendance which is obtained from attendance records. Attendance records are not the same as the “Record of Meals Served”. In some cases, participants may be present at the center, but the individual may not participate during the meal service. Therefore, reimbursement is calculated based on meals actually served, not attendance records.

Instructions for completing the At-Risk Record of Meals Served Form (17-9)

1. Record the Site Name and Month

Each Serving Day:

2. Locate the appropriate date for the day.
3. Record the number of Meals Prepared (MP) or Meals Delivered (MD)
4. Record the number of meals served in the 6-18 age range column.
5. Record the Total Daily Attendance (TDA) as found on the daily attendance records
6. Record the number of meals served to Program Adults (PA) who perform labor necessary to the food service. This column doesn't need to be totaled at the end of the month and these meals are **not** included in the monthly claim for reimbursement.

After the last serving day of the month:

7. Total the number of meals served and enter the amount at the bottom of the “6-18” column.
8. Calculate and record the total number of participants in attendance at the bottom of the “TDA” (Total Daily Attendance) column. Note: The total number of meals served should never exceed the Total Daily Attendance.
9. Submit the totals of these two columns on the monthly claim.

Form 17-9

At-Risk Record of Meals Served
Child and Adult Food Program

Site		Month	
-------------	--	--------------	--

At-Risk Snack					At-Risk Breakfast			
Date	MD/MP	6-18	TDA	PA	MD/MP	6-18	TDA	PA
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
Total								

MP=Meals Prepared
 MD= Meals Delivered
 PA = Program Adults
 TDA= Total Daily Attendance

Form 17-9

At-Risk Record of Meals Served Child and Adult Food Program

Site		Month	
-------------	--	--------------	--

At-Risk Snack					At-Risk Lunch/Supper				
Date	MD/MP	6-18	TDA	PA	MD/MP	6-18	TDA	PA	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
18									
19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									
Total									

MP=Meals Prepared

MD= Meals Delivered

PA = Program Adults

TDA= Total Daily Attendance

Daily Attendance Records

At-Risk Meal Program sponsors are required to maintain daily attendance records in order to document a participant's attendance. The participant's first and last name and date of attendance must be recorded on the attendance record.

Daily attendance must be totaled every day and recorded on the At-Risk Record of Meals Served (17-9) form in the Total Daily Attendance (TDA) column.

Schools may use a computer-generated (POS) attendance record such as the "***Student Participant Report***" which lists all students by name.

A copy of the State Agency's Daily Attendance Record Form is on the following page. Sponsors may design their own form but it must contain, at a minimum, the information contained on the State Agency form. Forms designed by the sponsor must be submitted to the State Agency for approval.

Failure to maintain attendance records or maintenance of inadequate attendance records will result in the recovery of CACFP reimbursement. Attendance records must be maintained on file for three years plus the current fiscal year.

Instructions for Completing the Daily Attendance Record

1. Fill in the Month/Year and Sponsor/Site information.
2. Record the first and last names of the participants.
3. Record attendance and total the columns daily.
4. Place daily attendance totals from the Daily Attendance Record form on the At-Risk Record of Meals Served Form (17-9) in the column labeled "TDA".

Note: Do not use the Daily Attendance Record totals as meal count submissions

DAILY ATTENDANCE RECORD

Month/Year _____

Sponsor _____

[illegible]

Each day's totals must be recorded on the Record of Meal Served (Form 17-9) in the Total Daily Attendance Column at the end of each day. *7

CFR 226.15(e)(4) and 226.17a(O)(1)

Site Application and Pre-Approval Visit Form for At-Risk and Special At-Risk Sites

Sponsors requesting the addition of a site(s) to the existing CNIPS Application are required to complete an At-Risk Site Application and Pre-Approval Visit Form.

The form must be submitted to the sponsor's CACFP Consultant on or before the 25th of the month prior to the month in which meals will be claimed. Requests submitted after the 25th may not be approved until the following month.

All submitted forms will be reviewed by the approving CACFP Consultant and the sponsor will be informed of the results.

If the site request is approved, the CACFP Consultant will create the new Site Application in CNIPS.

The Sponsor must then complete the Site Application in CNIPS and submit it via CNIPS for approval.

Upon approval by the CACFP Consultant, meals served at the Site can be claimed for the month in which the site application was approved.

“At-Risk” Site vs. “Special At-Risk” Site

An At-Risk site is a site which will claim At-Risk afterschool meals during the regular school year.

A “Special” At-Risk site is an established At-Risk site which will claim “special” meals.

- “Special” meals are served on weekends, snow days, vacation days and holidays during the regular school year.
- Enrichment activities must be available and part of the regularly scheduled calendar.
- All Enrichments must be developmentally appropriate
- Enrichment must be submitted with the site application form and signed by the staff who will be present and supervising the enrichment at the requested site.
- One-time events are not allowed

***NOTE:** *“Special” sites are subject to compliance reviews as well.*

At-Risk Afterschool Meals Site Application and Pre-Approval Visit Form Kentucky Department of Education CACFP

Sponsor: _____ **CNIPS #:** _____

Site Information									
Site Name									
Street Address									
City		State		Zip		County			
Phone Number	()	Extension			Fax Number		()		
Program Contact		Email							
Site Type (Check One)	___ At-Risk	___ Special At-Risk (Describe): _____ _____							
		Special Date(s): _____ _____							

Site Eligibility

- At-Risk Site Qualifying Data: _____ % Free/Reduced
(The site must be located in the attendance area of a public school where at least 50 percent of the enrolled students are certified as eligible for free or reduced-price meals. **CEP data cannot be used**).
- Name of school used for Qualifying Data: _____
- License Information: ____ Exempt from State or Local Licensure (Is an At-Risk only site)
Capacity: _____ License ID: _____ Expiration Date: _____

Site Operational Information:

- a. Site/School Hours Begin: _____ End: _____
- b. At-Risk Program Hours Begin: _____ End: _____
- c. Days of the week At-Risk meals will be claimed:
- ____ Monday ____ Tuesday ____ Wednesday ____ Thursday ____ Friday ____ Saturday ____ Sunday
- d. At-Risk Meals Claimed: ____ Breakfast ____ Lunch ____ Snack ____ Supper
- e. At-Risk Meal Times: Start: _____ End: _____
 Start: _____ End: _____
- f. Method of Meal Service:
- ☐ Site prepares meals on site (contract not required)
- ☐ Site receives meals from another site or central preparation owned by the sponsor (contract not required)
- ☐ Site contracts with a local public school system
- ☐ Site contracts with another approved CACFP site with which it is not affiliated
- ☐ Site contracts with a registered caterer

Personnel responsible for CACFP administration and food service	
Name	Program Labor or Administrative Duties

Enrichment and Educational Activities					
Only list Enrichment Activities which are <u>open to all participants</u> such as; Homework Assistance, Remedial Education, ESS, Computer Skills, Life Skills, Organized Fitness, Arts/Crafts, Clubs, etc. <i>Sports teams cannot be a stand-alone enrichment.</i>	Supervisor/Leader/ Instructor Name	Location (Library, Gym, Classroom, etc.)	Day(s) of the Week	Time Begin/End	Age Range: Infant, Pre-K, Elem., Middle, High

Signature of Site Instructor for Enrichment Activities

Date

I certify that all information on this Site Application and Pre-Approval Visit (if applicable) Form is true and correct.

Signature of Sponsoring Organization Authorized Representative

Title

Printed Name

Date

Signature of Site Program Contact

Title

Printed Name

Date

Submit a copy of the School District Calendar, Site License (if applicable) and this form to:

- FAX: 502-564-5519
- Or
- Email: scncacfpgeneral@education.ky.gov

****Sponsors of Unaffiliated Sites must also complete and submit this page****

- Has the site ever participated in the Kentucky CACFP? Yes ____ No ____
- Does the site participate in any other child nutrition programs? Yes ____ No ____
If yes, list the programs: _____
- Has any person directly working with the CACFP/At-Risk program at the site ever been terminated from participation in the CACFP? Yes ____ No ____
If yes, list the date: _____
- List the site program contact and the date they were trained on USDA meal pattern requirements, civil rights compliance, and recordkeeping requirements: _____
- Does the site store cleaning supplies/pesticides separately from food items? ____ yes ____ no
If no, provide explanation: _____
- Does the site follow proper hand washing procedures? ____ yes ____ no
If no, provide explanation: _____
- Is the site's dining area clean and sanitary? ____ yes ____ no
If no, provide explanation: _____

Unaffiliated Site: Required forms (Hard Copies to be kept at the Sponsoring Organization office)

- ☐ License to Operate or Proof of Occupancy
- ☐ Food Service Inspection Report (If Applicable)
- ☐ News Release
- ☐ Catering Contract (If Applicable)
- ☐ Agreement to Supply Meals (If Applicable)
- ☐ Agreement between Sponsoring Organization and Unaffiliated At-Risk Site

Unaffiliated Site: Reporting of Ethnic/Racial Data

- (1) Record the ethnicity and race percentages for the school nearest the site. To obtain the ethnic/racial data for the geographic area, access the following link:
http://education.ky.gov/federal/SCN/Documents/Public%20School_Ethnicity%20Report.pdf
- (2) Record the number of CACFP afterschool program participants at the site by their ethnicity and race.

	Ethnicity			Race				
	Hispanic or Latino	Non-Hispanic, Non-Latino		Black or African American	White	American Indian or Alaskan Native	Asian	Native Hawaiian or Pacific Islander
(1)	%	%		%	%	%	%	%
(2)	#	#		#	#	#	#	#

Identify the source (school) of the ethnic/racial data for the geographic area.

Describe the procedure to collect and maintain ethnic/racial data of site participants.

Signature of Sponsoring Organization Authorized Representative

Date

Monitor Reviews

(For Sponsoring Organizations with more than one site)

Monitoring sponsored centers for compliance with CACFP regulations is an important responsibility of Sponsoring Organizations. Sponsoring Organizations can also use monitor reviews to provide technical assistance when needed.

Monitor Review Checklist:

- ✓ **3 reviews conducted each fiscal year**
- ✓ **2 reviews must be unannounced**
- ✓ **Time between reviews must not be more than 6 months (i.e. Oct., Feb., June)**
- ✓ **A meal service must be observed for at least 1 review**
- ✓ **Must ensure that review time is varied**

A meal service must be observed during at least one of the monitor reviews conducted during the year. In accordance with USDA FNS Policy Memo CACFP 16-2011, sponsoring organizations must ensure that the timing of unannounced reviews is unpredictable. For example, unannounced reviews that always occur during the third week of January, third week of May, and third week of September are predictable. The review schedule should be varied enough that facilities staff are unable to anticipate the date/timing of the review.

A copy of the Monitor Review form is available on the State Agency website:

<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

CACFP APPEALS PROCEDURE

Section 1. Actions that May be Appealed (Child and Adult Food Care Program) (7 CFR § 226.6(k))

Section 2. Notice of Action. ((7 CFR § 226.6(k)(5))

Section 3. Filing an Appeal

Section 4. Appeal Timelines

Section 5. Appeal Procedures

A complete listing of the Appeals Procedure is available on the State Agency website:

<http://education.ky.gov/federal/SCN/Pages/CACFPHomepage.aspx>

TO DO LIST FOR NEW/RENEWING INSTITUTIONS

After attending State agency training, the sponsor must:

- Complete the online CNIPS application and submit to the State Agency.
- Conduct In-Service Training within **four weeks** of attendance at State Agency Training.
- Complete Catering Procurement immediately following New Sponsor Training (if applicable).
- Display the “And Justice for All” poster in a prominent place.
- **New institutions only:** Submit the news release to a media source and a grassroots organization. File the original in the CACFP folder labeled “News Release”.

Maintain the following records beginning the first day of participation:

- a. Daily Attendance Records
- b. Record of Meals Served (17-9)
- c. Menu Records

Please note that this list is not inclusive of all documentation that must be maintained.

CACFP At-Risk Meals Reference Sheet

Information Needed for Claim			
Attendance Records <ul style="list-style-type: none"> Completed daily Participant's full name Totaled daily and recorded on the Record of Meals Served (17-9) form Used to calculate total daily attendance 			
Menus <ul style="list-style-type: none"> Must meet meal pattern guidelines Current month posted Food must be creditable Copies placed in monthly folder All menus must be maintained Substitutions must be noted at the beginning of the day. 	Total Daily Attendance <ul style="list-style-type: none"> Recorded on 17-9 daily Meals served cannot be greater than the number of participants in attendance <p>Total Daily Attendance for the month is reported on the monthly claim.</p>	Record of Meals Served 17-9 <ul style="list-style-type: none"> Take meal counts during the meal service Record on the Record of Meals Served 17-9 Number of meals served must be totaled daily and monthly <p>Total meals at the end of the month are reported on the monthly claim</p>	
Civil Rights			
Public Notification System <ul style="list-style-type: none"> And Justice for All Non Discrimination Statement 	Training <ul style="list-style-type: none"> Must include Civil Rights training for all persons involved with food service Required prior to start of any program duties Performed annually and as needed for new staff <p>Documented and filed in appropriate folder</p>	Grievance Procedures <ul style="list-style-type: none"> Documents kept in accessible location Move complaint forward in a timely manner (3 days) 	
Monitor Reviews			
<ul style="list-style-type: none"> Only necessary for sponsors with multiple sites Completed within first 4 weeks of participation in the program Must complete at least 3 per year per site No more than a 6 month lapse between reviews (i.e. Oct., Feb., June) Timing should be varied 			